

# **Welcome Aboard**

## **RECRUIT TRAINING COMMAND**



## **Non-Prior Service Accession Course**

**Revised  
19 September 2000**

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## Introduction

Welcome to Recruit Training Command (RTC) Great Lakes, Illinois. The entire staff is ready and anxious to assist you in any way. You will have the benefit of the very finest and most dedicated instructors in the Navy. Our goal is to make your learning experience worthwhile and to instill in you motivation and pride in our Navy.

This Welcome Aboard Package provides information about the course of instruction and the general facilities aboard RTC, as well as individual requirements before and during your assignment at RTC.

We hope this information will help you in planning your stay with us. We look forward to your arrival and anticipate your assignment will be both professionally and personally rewarding.

**All students must comply with the contents of this Welcome Aboard Package!**  
**Reporting students shall bring a copy of their Welcome Aboard Package and their NPSAC Annual Training (AT) Checkout Screening Sheet with them on their AT.**

## Mission

The mission of NPSAC is to provide Navy accession level skills and knowledge to prepare Non-Prior Service Naval Reserve personnel for Naval Service.

## Academic Policy

Our educational philosophy is acknowledging the fact we have the opportunity and obligation to enhance the achievements, teamwork, and self-esteem of the Navy and Naval Reserve Force. From this philosophy comes our teaching strategy that every lesson and practical exercise be programmed into the total curriculum with a specific learning objective in mind. The model of teaching method selected is designed to encourage maximum student learning. Acquiring, storing and retrieving information, thinking deductively, practical exercises, and student oral and written applications of principles are some of the models used. Academic standards are that each student satisfactorily completes qualitative and/or quantitative tests. Professionally all Sailors will conform to the Navy's Core Values, Honor, Courage and Commitment; the ethics expected of each student as well as staff are honesty, integrity, loyalty, and coherence to the highest traditions of Naval Service.

## Web Site Information

The Welcome Aboard Package and other information on NPSAC is available on the World Wide Web at [www.ncts.navy.mil/navresfor](http://www.ncts.navy.mil/navresfor), go to training and then to the Non-Prior Service Accession Course (NPSAC), RTC Great Lakes information link.

## Preparing for NPSAC

## Required Paperwork/Records

Your reserve activity will package up a copy of your:

- Dependency Application/Record of Emergency Data (NAVPERS 1070/602) - Verified within the last 30 days
- Record of Military Processing – Armed Forces of the United States (DD Form 1966)
- Original and three copies of Annual Training (AT) orders
- Medical and dental records
- Shot records
- AT check out sheet NAVRES 3500/18 (Rev 08-00) with body fat measurements annotated

All of the above will be placed in a large envelope marked on the outside with your rate, last name, first initial and NPSAC. A check off sheet with a list of enclosed items will be attached to the envelope.

You will be immediately returned to your Naval Reserve Activity (NRA) if reporting to Recruit Training Command without:

- A copy of your Dependency Application/Record of Emergency Data - NAVPERS 1070/602
- A copy of your Record of Military Processing – Armed Forces of the United States - DD Form 1966
- Your medical and dental records
- Bodyfat measurement annotated completed in section 4.C of the AT checkout form NAVRES 3500/18 (Rev 08-00)
- Being fit for moderate-risk classes, and/or
- Meeting body fat composition per current policy.

## Memorization

You will be required to know and recite from memory the 11 General Orders of a Sentry, Sailor's Creed and Anchor's Aweigh at various times during your training. **It is your responsibility to memorize these prior to your arrival for training.** To assist you, enclosure (1) contains the 11 General Orders of a Sentry, The Sailor's Creed and Anchor's Aweigh. Recruits will also be required to memorize the Recruit Training Command Chain of Command which can be found on the Naval Reserve Force and NPSAC web site above.

## What You Must Pay For At RTC

Upon check-in, you will be required to pay \$15.00 to take care of personal laundry. You will have your personal laundry picked up and washed four times within the 14-day period. This must be paid for upon arrival by cash, check or personal credit card. Government travel cards will not be accepted for payment.

You must also have funds to pay for haircuts and any uniform items that were lost or forgotten at home in order for you to stay in the course.

## Items to Bring to RTC

**DO NOT** bring your entire Sea Bag. Class participation requires you to report with seasonal uniforms only. Enclosures (2) through (5) are comprehensive checklists of all uniform items you need to bring to RTC. Don't bring any item not on the list! All items must conform to Uniform Regulations. **YOU ARE REQUIRED TO WEAR YOUR RUNNING SHOES UPON ARRIVAL TO RTC AS PART OF YOUR CIVILIAN CLOTHING.**

The following is a list of required generic items (other than uniforms) that you may bring to basic training that will defray your personal expenses. If you do not have these items, they can be purchased at the Navy Exchange for the cost identified below. **Note: Do not rely on buying numerous items at the exchange!**

You are encouraged to bring necessary personal items as noted below:

### ITEMS

- Garment (hang up) bag, nylon black or blue
- Fingernail clippers
- Soap box
- 5 pk disposable razors
- Toothpaste
- Toothbrush
- Mouthwash (Non-alcoholic, 6 oz. or less)
- 100 yds of dental floss
- Deodorant (stick type, 4 oz. or less)
- Shaving cream (11 oz. or less)
- Soap
- Haircut (Male) (**must be tapered**)
- Haircut (Female) (**must meet Navy Standards**)

If you do not bring any of the above items your cost will be approximately \$29.00, payable by check or credit card at the time of purchase. Prices are subject to change. You are responsible for the cost.

Additional items authorized you may want to bring with you but are not required:

- Two pair of prescription glasses or reading glasses (**Contact lenses are not authorized at NPSAC**)
- One small Bible or equivalent religious text (no larger than the Blue Jacket Manual)
- Wristwatches will be authorized for divisional personnel as prescribed by RDC's, otherwise wristwatches will be kept in the lockers.
- Rings (Only a wedding ring may be worn) Engagement rings are at your own risk.
- Religious medallion (no larger than the size of dog tags)
- Writing material (no bottled ink)
- Shampoo and conditioner (8 oz. or less)
- Hairbrush, combs, small plastic picks and rakes
- Feminine sanitary items
- Barrettes that match hair color
- Q-tips (150 count or less)

## **Civilian Clothes**

You are limited to having only the civilian clothing you wear to RTC, a Sea Bag and a Blue/Black nylon hang up bag (no other clothing and luggage is authorized). Females are not required to bring their military issued purse/handbag but may bring a small civilian purse or wallet. You will not be authorized to carry wallet or purses while in military uniform.

During in-processing, civilian clothing will be folded and placed within your garment bag for the duration of training. At the completion of training you may wear them home if desired.

## **Prohibited/Unauthorized Items at RTC**

The following items will be confiscated and donated to charity or discarded at your discretion:

- Cellular phones/pagers
- Large cans of shaving cream (greater than 11 oz)
- All aerosol containers
- Any after shave, cologne or perfume type products
- Lighter fluid
- Disposable lighters, matches (the fluid cartridge of a (Zippo) lighter will be confiscated, the casing will be mailed with his/her personal effects)
- Magazines, books (non-Navy)
- Playing cards, dice, gambling paraphernalia
- Any style of hair dryer
- Large hair picks, rakes or anything made of metal
- Anything in glass containers including mirrors
- Double edge razors/blades
- Cigarettes, cigars, pipes, tobacco, chewing tobacco
- Large deodorants (greater than 4 oz.)
- Alcohol-based health and comfort items
- Pocket knives, ice picks and scissors
- Radios or tape/CD players
- Cameras
- Electric razors
- Curling irons
- Other electrical items deemed unnecessary by the in-processing staff
- All miscellaneous items that are large/bulky, of significant value or deemed not required for training will be sent home or donated to charity at your discretion.

The following items will be confiscated and turned over to security for disposition and may not be returned:

- Firearms
- Ammunition/fireworks
- Clubs, batons, etc
- Brass knuckles
- All straight razors, knives with blades over 3 inches long
- Narcotics/illegal drugs or any paraphernalia for drug usage (roach clips, hash pipes, hypodermic needles, etc)

All non-prescription drugs and medicines will be confiscated and disposed. These include, but are not limited to:

- Rubbing alcohol
- Motion sickness medications
- Commercial sleeping aide
- Antihistamines
- Analgesics
- Sex related materials (other then birth control prescriptions for females)
- Vitamins
- Mouthwash containing alcohol

## **Tailoring/Rating Badges/Unit Identification Markings**

These uniform items must be tailored **(with embroidered nametapes and without rating badges and Unit Identification Markings (UIM's). RTC Great Lakes is not responsible for issuing uniforms to students.** It is the Naval Reserve Activities responsibility for the issuance of all uniform items. If you forget or lose any issued items, it is your responsibility to purchase them or be returned to your NRA.

## **Female Swimsuits**

Females are required to bring their own swimsuit. These must be one piece, solid black or dark blue in color, conservative, with no low tops and minimal exposure all around. However, swimsuits may be purchased at your own expense at the Navy Exchange at a cost of approximately \$22.00. Females with long hair may bring a hair cap (white, black or blue) if desired.

## **Uniform Stenciling**

Do not stencil any uniform or clothing items; all stenciling will be completed at RTC during your course.

## **Medical/Dental Policy**

**Medical records must state you are "fit for full duty" and dental records must show you completed a dental examination. Currently, students are waived from the Dental Class I or II requirement through February 2001.** Due to the training schedule required to complete this course, students will only receive emergency dental treatment. Students must be physically qualified and prepared to complete all training components during NPSAC.

- **Medical and Dental records shall conform and be documented IAW MANMED Chapters 6 and 16.**
- Students in a Temporary Not Physically Qualified (TNPQ) status, except for dental classification, cannot perform the training and **WILL NOT** be issued orders until their physical condition is resolved.
- Due to the special training requirements (moderate-risk) conducted during this course of instruction, members not within compliance with the Navy physical readiness standards, **including body fat**, will have their AT orders terminated.
- All students will report with a complete Medical Record, including SF88 and 93; recording of current HIV (current within 12 months); immunization record; G6PD,

accurate blood typing, sickle cell trait and summary of care. Females must have a current Pap test within 12 months of reporting to class. Students without the appropriate medical documentation will be attrited from the course and have their orders canceled.

**All lab results are required, no "Pending" results are allowed.**

- Ensure dental class of member is stated in members dental record and if a civilian dentist is used to complete this examination, ensure they use the DOD Reserve Forces Dental examination form (DD form 2813) and enter this in member's dental record.
- Personnel with orthodontic appliances (braces) undergoing active treatment are not authorized per MANMED 15-55 to attend IADT and thus are not permitted to attend NPSAC.
- Per COMNAVRESFORINST 6000.1A, **pregnant servicewomen are not authorized to attend the Non-Prior Service accession training.** Pregnant servicewomen should notify their Naval Reserve activity concerning their condition so orders may be canceled or modified appropriately.
- **Personnel must meet moderate risk medical screening criteria and Navy physical readiness standards.** Students must report with their medical, dental and the bodyfat measurements annotated in Section 4.C of the AT checkout form NAVRES 3500/18 (Rev 08-00)

**Personnel with the following medical conditions will not be allowed to attend:**

Pneumonia, bronchitis/asthma, conjunctivitis (eye infection), fracture, sprain, splint, cast, pregnancy, recent stitches or severe burns, Athletes foot/fungus infection, a new tattoo within 72 hours of class convening, taking prescribed or over-the-counter medications which may have side effects causing drowsiness, dizziness, visual disturbance or decreased muscle coordination, claustrophobia, hydrophobia and hernia. Members should arrive healthy; any conditions requiring waivers must have supporting documents.

Members who are in a light duty or TNPQ status or have had recent surgery (including tooth extraction within 72 hours of class convening) will not be authorized to participate in this course.

Various other medical conditions that are noted on the risk factor screening may result in the student being returned to their NRA if a doctor determines the member is unable to participate in moderate-risk training.



## **Travel to RTC Great Lakes**

### **Flight Scheduling**

Your Naval Reserve Activity will attempt to schedule flights to arrive at Chicago O'Hare Airport between the hours of 1200 and 1500. However, flights are required to be scheduled to arrive O'Hare airport no earlier than 0900 and no later than 2000 on member's reporting date. Departing flights from O'Hare airport should be scheduled no earlier than 1700 on the scheduled day of graduation. Your annual training will cover a period of 15 days, beginning on a Thursday and ending on a Thursday.

In some instances you may get an extra travel day depending on available flights. The only exceptions would be those places that have very restricted flights like Alaska and Hawaii. NRAs will ensure all avenues have been researched to ensure students depart O'Hare airport the day of graduation and no students should report any earlier than their scheduled class convening date.

### **USO – Airport Check-in**

Upon arrival at O'Hare airport you are directed to report to the USO, second deck of Terminal 2 (by the Chapel) where you will receive further direction on meeting the shuttle bus. A Navy representative will be at the USO to check you in and give further instructions for transportation to RTC.

### **Transportation to RTC**

The Naval Reserve has contracted Continental Express to provide transportation from O'Hare to RTC. Departure times from the USO are based on the number of students and incoming flight times. The Navy representative at the airport will provide you with a departure time.

The shuttle service is provided at no cost to you. You must have a copy of your orders to give to the driver to use as a voucher. Do not give the driver your original orders!

### **Late Arrivals at O'Hare**

If you arrive at the airport after the last shuttle has left or the USO is closed, report to Continental Express in the lower level of concourse B. Tell the representative that you are a Naval Reservist and that you need transportation to RTC, you must pay \$18.00 to \$25.00 for the service, which will be reimbursed when you file your travel claim upon return to your NRA.

### **Local Personnel**

Due to the restricted parking area on RTC, a family member or friend should drop you off. Report to Building 1405, Recruit In-processing, between the hours of 1500 and 1700 on the Thursday report date on your orders. You will not be authorized to park personal vehicles on RTC, Great Lakes.

## **NPSAC at RTC**

### **Amnesty Collection Procedures**

Upon arrival at RTC, you will place all personal items in front of you. An in-processing staff member will aid you in determining what action should be taken with each item.

All dangerous weapons (firearms, knives over 3 inches long, martial arts weapons, etc.) and illegal items (drugs, drug paraphernalia, fireworks, etc) will be immediately deposited in the Amnesty Box. Security personnel will be notified immediately for disposition of these items.

All perishables and consumables (gum, snack food, soft drinks, tobacco products, etc.) will be placed in the trash.

Items that cannot be mailed due to their hazardous/flammable nature (lighters, lighter fluid, alcohol-based health and comfort items, items where contents are placed under pressure, etc.) can be donated to charity or placed in the trash. You have no option with these items.

### **Training you will receive**

A great variety of training, both classroom and practical applications, are provided during accession level training. Some examples of what you will experience during your accession training are:

- **Basic Shipboard Firefighting**: Live firefighting training is conducted. You will experience the use of several types of fire suppressants, don firefighting gear and put out several fires in different scenarios.
- **Chemical, Biological and Radiological Defense (CBRD)**: Following classroom training you will be required to don a gas mask, enter a gas-filled chamber and remove the mask prior to exiting the chamber. This will help give you the confidence of the equipment you will be wearing in an actual CBR attack.
- **Physical Training (PT)**: You will participate in physical training (PT) each morning comprised of aerobic or strength and conditioning exercises. You will be required to complete a baseline Physical Readiness Test (PRT) at the beginning of your training and an introductory PRT at the end of training. To participate, **YOU ARE REQUIRED TO HAVE A GOOD PAIR OF RUNNING SHOES (MUST BE LOW CUT, GOOD QUALITY AND IN GOOD CONDITION but cannot be psychedelic or multi-neon colored).**
- **Third Class Swimming Qualification**: Don't panic if you are not a proficient swimmer, we will provide remedial training during the course if needed. However you should be preparing to satisfactorily complete the following requirements for the Navy's Third Class Swim Test:

#### **MODULE I (Swimming)**

- ❑ Enter the water feet first in the abandon ship position from a minimum height of 5 feet (we use a platform of about 10 feet).
- ❑ Treading water or using the prone float) remain afloat for 5 minutes.
- ❑ Swim 50 yards using any combination of water survival strokes (American crawl, breaststroke, sidestroke and the elementary backstroke).

#### **MODULE II (Water Survival Demonstration)**

- ❑ How to enter the water feet first, inflate shirts, remove trousers and inflate them for support.
- ❑ Or, how to enter the water feet first, inflate coveralls for flotation support.

## RTC Course Policy

- Off base LIBERTY is not authorized.
- Cosmetics (including acrylic nails, finger nail polish and lipstick) are not authorized during the course. Recruits may bring cosmetics to use for the class photo and graduation ceremony only.
- Possession or consumption of alcohol beverages is not authorized during the course.
- Tobacco use of any kind is not permitted.

**Note: You can have no alcohol/tobacco products eight hours prior to training. For example no drinking on aircraft or at the airport. Do not show up with tobacco products of any kind. Also, this training is not a social event and fraternization will not be tolerated.**

## Visitor/Liberty Policy

NPSAC is intensive training, with after hour's study required. **Family members cannot accompany and/or visit you during training.** Family members are invited and encouraged to attend your graduation ceremony.

## Haircuts

Males will be required to have a recruit 6th week hair cut for this course. This haircut is a **tapered cut** that will not exceed 1/2 inch in length at any point. To avoid getting your hair cut at RTC, **AT YOUR OWN EXPENSE, approximately \$6.00,** it is strongly recommend that you get your hair cut to this standard 2 to 3 days prior to leaving for this course. Ensure you have a good haircut and not a borderline one. If it does not meet RTC standards you will get another haircut upon arrival. **All male students are required to be clean-shaven (no beards and/or mustaches).**

Females will be required to wear their hair up within United States Navy Uniform Regulations, section two, Grooming Standards. 1/4 inch braids are authorized, however, the hair must be within standards to include the 2 inch bulk from your scalp even when put up, rows must be from front to back. If you can not conform to these standards, (including the 2-inch bulk from the scalp) you will be required to get your hair cut **at your own expense, approximately \$8.00 or be returned to their NRA.** It is recommended that females cut their hair to fall no lower than the bottom of their dungaree shirt collar for the following reasons:

- a. Hair dryers of any style are not authorized at RTC.
- b. You will get very little time for hair care. Extra time will not be incorporated into the training schedule to accommodate hair care.
- c. There is a health concern if you have wet hair outside in the winter months.
- d. Donning CBRD and firefighting gear within required timeframes will be safer and easier.

## Refusal to train

**This training is mandatory for all non-prior service personnel enlisting in the Naval Reserve.** Personnel who refuse to train or participate in any evolution will be returned to their NRA for separation processing.

## Berthing/Messing

Due to the nature of the course, you will be berthed in the RTC Barracks regardless of permanent residence or quarter's availability noted on the orders. **No berthing arrangements from Service Area Travel Office (SATO) are required for NPSAC students.**

All NPSAC students will eat at the galley at no additional expense to you.

## Physical Training

Physical training (PT) is an integral part of the NPSAC. Within the first few training days, you will be given a baseline Physical Readiness Test (PRT) to determine your fitness level. This consists of doing as many sit-ups and push-ups as you can in two minutes and a timed 1-½ mile run.

Thereafter, your Recruit Division Commanders (RDC) will lead you each day through a series of PT modules designed to increase your strength and aerobic conditioning. At the end of your training, you will be given another PRT by the RTC staff to determine if your fitness level has improved.

**BE IN SHAPE WHEN YOU GET TO RTC!** Don't wait until you arrive at RTC to start exercising! Start a PT program well in advance of the course convening date based on your physical condition. The exercises in the "APG/AIA Information Guide" are a good start. You can obtain one of these guides from your recruiter.

## Items Issued at RTC

The following clothing articles will be issued as a ditty bag during your in processing:

- Recruit ball cap
- Knit Laundry Bags
- Blue gym shorts (2)(will be used as swim shorts)
- PT Shirts (1)
- Sweatshirt (blue, hooded)
- Sweatpants (blue)
- Recruit Notebook (2)
- Wool Knit Face Mask (seasonal)
- White Scarf (seasonal)

These items are paid for by the Naval Reserve Force and given to you at no cost. If you leave training anytime prior to graduation, you will be required to return these items to your Recruit Division Commander (RDC).

## Mailing Address

Your mailing address and telephone numbers while at RTC Great Lakes are as follows:

Your Rank/Rate and Name  
Recruit Training Command  
3301 Indiana Street  
Great Lakes, IL 60088  
Attn: NPSAC Division # 800

Non-Prior Service Accession Course Office  
Commercial: (847) 688-7684/5/6  
DSN: 792-7684/5/6

## Phone Calls

You will be given only two phone calls while at RTC. The first is upon arrival to let your family/friends know that you are at Great Lakes. The second phone call is scheduled for the second Saturday of training (to be made in the morning, schedule permitting).

You **are not** permitted to phone out or receive telephone calls other than those of an immediate emergency nature during the course. Point of contact for family emergencies is the American Red Cross. Give them the name, situation and that you are at Recruit Training Command Great Lakes, Illinois attending the Non-Prior Service Accession Course (NPSAC), 800 Division.

## Prescription Drugs

Any prescriptions for medication must be documented in your medical record. The limit for prescription medicine is a three-week supply. Females are authorized their birth control prescriptions and all nicotine prescriptions must be clearly annotated in your medical record. Any student bringing prescription drugs will be sent to medical for evaluation and/or validation of prescription.

## Graduation Ceremony

The NPSAC graduation ceremony is held on the last day of training (Thursday) starting at 0900 at RTC's Drill Hall 1000. Family, friends and guests are encouraged to attend the ceremony. If attending, visitors should arrive between 8:00 and 8:30 and assemble in the Visitors Center located in Building 1212 MCPON Hall. Visitors will be escorted to the Drill Hall. Wheelchair shuttle services will be provided on request. Further information is found in Encl (7).

Visitors are not to bring expensive, bulky items or gifts for recruits. No pets are allowed on RTC. Recruits will have 30 minutes after graduation to spend with family/friends, after which recruits will complete checkout requirements. Recruits will be notified when they are allowed to leave. For travel arrangements, call SATO at (800) 485-6881. Point of contact is RTC Public Affairs Office at (847) 688-2405.

## Division Photo

On graduation day, your division will have their photo taken at the Navy Exchange photo lab. This memento is a lasting memory of your training. You may purchase the 11 X 14 photo at a cost of \$18.50 (includes shipping). You do not have to pay at the time the photo is taken. You will be given an order form along with your original orders and paycheck at the end of training.

## Course Completion

You will be paid by check on graduation day, however RTC is not equipped to cash the number of checks that this will generate. Ensure you have credit cards, ATM cards and/or personal checks to provide funds for Navy Exchange items needed, payment for personal laundry services, haircuts and/or travel funds for taxi service needed. Upon return to your NRA, you will need to complete a supplemental travel claim and forward it to Personnel Support Activity Detachment, Naval Training Center, Great Lakes, IL 60088 for liquidation of your authorized return expenses. Your NRA can assist you in completing and forwarding this claim.

## Transportation to O'Hare

Transportation to O'Hare from RTC has been contracted by the Naval Reserve Force and is provided to you at no cost. Buses depart RTC at a predetermined time and location. Local personnel will be told by their RDC when they may leave.

## Final Thoughts

**Remember this is your Basic Navy Training. It's fast-paced with a lot of information and physical exercise completed in a short period of time. When you execute your orders you are no longer a civilian, you are a SAILOR. During this course we will be stressing military bearing, protocol, customs and courtesies. You will need all your focus, attention to detail, military discipline and above all - BE IN GOOD PHYSICAL AND MENTAL CONDITION!**

## **11 GENERAL ORDERS OF A SENTRY**

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Officer of the Deck in any case not covered by instruction.
10. To salute all Officers and all colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

### **The Sailors Creed**

- \* I am a United States Sailor
- \* I will support and defend the constitution of the United States of America and I will obey the orders of those appointed over me
- \* I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world
- \* I proudly serve my country's Navy combat team with honor, courage and commitment
- \* I am committed to excellence and the fair treatment of all

### **Anchor's Aweigh**

Stand Navy out to Sea  
Fight our battle cry:  
We'll never change our course  
So vicious foe steer shy, yi, yi, yi:  
Roll out the T.N.T;  
Anchors aweigh;  
Sail on to victory,  
And sink the bones to Davy Jones hooray!

Anchors aweigh, my boys, anchors aweigh.  
Farewell to college joys.  
We sail at break of day, day, day, day.  
Through our last night on shore.  
Drink to the foam.  
Until we meet once more.  
Here's wishing you a happy voyage home.

Encl (1)

## **Seabag Checklist for Females** **Summer (1 May to 30 September)**

### **Uniform Items issued by Reserve Activity**

Bag, Duffle, Nylon	1	_____
Coat, All Weather (Raincoat, with liner)	1	_____
Jacket, Utility, Black	1	_____

### **Service Dress Whites**

Slacks: Service Dress, CNT, White	1	_____
Jumper, Service Dress, CNT, White	1	_____
Neckerchief, Black Acetate	1	_____
Belt, White with Silver Tip	1	_____
Buckle, Silver (finish matching with belt tip)	1	_____
Hat, Combination	1	_____
Insignia, Service Hat	1	_____
Shoes, Black Service Oxford	1	_____

### **Utility Uniform**

Slacks, Utility	at least 2	_____
Shirts, Utility (long sleeve, no crow's)	at least 2	_____
Belt, Black, with Silver Tip	1	_____
Buckle, Silver (finish matching with belt tip)		_____
Shoes, Safety Chukka	1	_____

**(There may be NO CROWS or Unit Identification Markings on uniforms)**

### **Items You Must Buy (If Not Issued By Reserve Activity)**

Socks, Nylon/Cotton, Black	at least 6 pr.	_____
Socks, White	at least 6 pr.	_____
Underwear, White or Neutral, Briefs	at least 6 pr.	_____
Bra, Sport (white or neutral)	3	_____
Bras, White or Neutral, Normal Wear	2	_____
Towel, Bath, White	4	_____
Undershirts, White, Cotton (No V-necks)	6	_____
Running shoes (good <b><u>quality</u></b> running shoe, conservative coloring, no high tops)	1 pair	_____
Swimming Suit (one piece, black or blue)	1	_____
Garment (hang up) bag, nylon black or blue	1	_____
Locks (keyed with 2 keys)	2	_____
Shoe shine kit (with an old tooth brush)	1	_____
Approximately 30-inch black shoe laces	1 pair	_____
Shower shoes	1 pair	_____

### **Other Required Items**

Money ( <b>minimum of \$50, maximum \$100 cash</b> in small bills)	_____
Personal Credit Card, Check or ATM card	_____
Military Identification card	_____
Government Credit Card	_____
Annual Training (AT) Checkout Sheet	_____
Welcome Aboard Package	_____

Encl (2)



## **Seabag Checklist for Females** **Winter (1 October to 30 April)**

### **Uniform Items issued by Reserve Activity**

Bag, Duffle, Nylon	1	_____
Coat, All Weather (Raincoat, with liner)	1	_____
Jacket, Utility, Black	1	_____
Gloves, Black	1	_____
Overcoat (Peacoat)	1	_____
Cap, Knit, Blue	1	_____
Sweater, Wool, Blue	1	_____

### **Service Dress Blues**

Coat, Service Dress Blue	1	_____
Slacks, Service Dress, Poly/Wool Blue	1	_____
Shirt, Short Sleeve, White	1	_____
Neck Tab	1	_____
Hat, Combination	1	_____
Insignia, Service Hat	1	_____
Shoes, Black Service Oxford	1	_____

### **Utility Uniform**

Slacks, Utility	at least 2	_____
Shirts, Utility (long sleeve, no crow's)	at least 2	_____
Belt, Black, with Silver Tip	1	_____
Buckle, Silver (finish matching with belt tip)	1	_____
Shoes, Safety Chukka	1	_____

**(There may be NO CROWS or Unit Identification Markings on uniforms)**

### **Items You Must Buy (If Not Issued By Reserve Activity)**

Socks, Nylon/Cotton, Black	at least 6 pr.	_____
Socks, White	at least 6 pr.	_____
Underwear, White or Neutral, Briefs	at least 6 pr.	_____
Bra, Sport, White or Neutral	3	_____
Bras, White or Neutral, Normal Wear	2	_____
Towel, Bath, White	4	_____
Undershirts, White, Cotton (No V-neck)	6	_____
Running shoes (good <b>quality</b> running shoe, conservative coloring, no high tops)	1 pair	_____
Swimming Suit (one piece black or blue)	1	_____
Garment (hang up) bag, nylon black or blue	1	_____
Locks (keyed with 2 keys)	2	_____
Shoe shine kit (with an old tooth brush)	1	_____
Approximately 30-inch black shoe laces	1 pair	_____
Shower shoes	1 pair	_____

### **Other Required Items**

Money ( <b>minimum of \$50, maximum \$100 cash</b> , in small bills)	_____
Personal Credit Card, Check or ATM card	_____
Military Identification card	_____
Government Credit Card	_____
Annual Training (AT) Checkout Sheet	_____
Welcome Aboard Package	_____

Encl (3)

## **Seabag Checklist for Males** **Summer (1 May to 30 September)**

### **Uniform Items issued by Reserve Activity**

Bag, Duffle, Nylon	1	_____
Coat, All Weather (Raincoat, with liner)	1	_____
Jacket, Utility, Black	1	_____

### **Service Dress Whites**

Jumper, Service Dress, White (CNT)	1	_____
Trousers, Dress White	1	_____
Neckerchief, Black Acetate	1	_____
Belt, White, with Silver Tip	1	_____
Buckle, Silver (Finish matching with belt tip)	1	_____
Hat, White Service	1	_____
Shoes, Dress Black	1	_____

### **Utility Uniform**

Slacks, Utility	at least 2	_____
Shirts, Utility (long sleeve, no crows)	at least 2	_____
Belt, Black, with Silver Tip	1	_____
Buckle, Silver (finish matching with belt tip)	1	_____
Shoes, Safety Chukka	1	_____
Belt, Black, with Silver Tip	1	_____

**(There may be NO CROWS or Unit Identification Markings on uniforms)**

### **Items You Must Buy (If Not Issued By Reserve Activity)**

Socks, Nylon/Cotton, Black	at least 6 pr.	_____
Socks, White	at least 6 pr.	_____
Underwear, White, Briefs	at least 6 pr.	_____
Towel, Bath, White	4	_____
Undershirts, White, Cotton (No V-neck)	6	_____
Running shoes (good <b>quality</b> running shoe, conservative coloring, no high tops)	1 pair	_____
Garment (hang up) bag, nylon black or blue	1	_____
Locks (keyed with 2 keys)	2	_____
Shoe shine kit (with an old tooth brush)	1	_____
Approximately 30-inch black shoe laces	1 pair	_____
Shower shoes	1 pair	_____

### **Other Required Items**

Money ( <b>minimum of \$50, maximum \$100</b> cash in small bills)	_____
Personal Credit Card, Check or ATM card	_____
Military Identification card	_____
Government Credit Card	_____
Annual Training (AT) Checkout Sheet	_____
Welcome Aboard Package	_____

Encl (4)

## **Seabag Checklist for Males** **Winter (1 October to 30 April)**

### **Uniform Items issued by Reserve Activity**

Bag, Duffle, Nylon	1	_____
Coat, All Weather (Raincoat, with liner)	1	_____
Jacket, Utility, Black	1	_____
Gloves, Black	1	_____
Overcoat (Peacoat)	1	_____
Cap, Knit, Blue	1	_____
Sweater, Wool, Blue	1	_____

### **Service Dress Blues**

Jumper, Service Dress, Blue (Poly/Wool)	1	_____
Trousers, Service Dress Blue (13 buttons)	1	_____
Neckerchief, Black Acetate	1	_____
Hat, White Service	1	_____
Shoes, Dress Black	1	_____

### **Utility Uniform**

Slacks, Utility	at least 2	_____
Shirts, Utility (long sleeve, no crow's)	at least 2	_____
Belt, Black, with Silver Tip	1	_____
Buckle, Silver (finish matching with belt tip)	1	_____
Shoes, Safety Chukka	1	_____

**(There may be NO CROWS or Unit Identification Markings on uniforms)**

### **Items You Must Buy (If Not Issued By Reserve Activity)**

Socks, Nylon/Cotton, Black	at least 6 pr.	_____
Socks, White	at least 6 pr.	_____
Underwear, White, Briefs	at least 6 pr.	_____
Towel, Bath, White	4	_____
Undershirts, White, Cotton (No V-neck)	6	_____
Running shoes (good <b><u>quality</u></b> running shoe, conservative coloring, no high tops)	1 pair	_____
Garment (hang up) bag, nylon black or blue	1	_____
Locks (keyed with 2 keys)	2	_____
Shoe shine kit (with an old tooth brush)	1	_____
Approximately 30-inch black shoe laces	1 pair	_____
Shower shoes	1 pair	_____

### **Other Required Items**

Money ( <b>minimum of \$50, maximum \$100 cash</b> , in small bills)	_____
Personal Credit Card, Check or ATM card	_____
Military Identification card	_____
Government Credit Card	_____
Annual Training (AT) Checkout Sheet	_____
Welcome Aboard Package	_____

Encl (5)

Welcome Aboard,

Your student will participate in a graduation ceremony of the Non-Prior Service Accession Course in the near future. He/She has worked extremely hard and has accomplished much in a very short period. In recognition of his/her accomplishments, you are cordially invited to witness this significant event in their Naval career. If you plan to attend, your recruit will mail you an invitation letter early in the first week of training. This invitation will include a visitor's pass for Recruit Training Command, Great Lakes, IL.

The following information is provided for your planning purposes.

Plan to arrive at RTC no earlier than 8:00 a.m on the day of graduation. Your recruit can provide you with their graduation date. The ceremony will be held indoors at Drill Hall 1000, commencing at 9:00a.m.and concluding at approximately 9:30a.m. There is no set dress code.

You will be able to watch the division graduate and afterwards may visit with your recruit onboard RTC for a short time. The recruits will then be taken back to their barracks for out-processing and gathering of their gear. They will be permanently released from RTC at approximately 1:00 p.m. and transported to Chicago O'Hare International Airport. Your Graduate may depart with you when he or she is released.

Due to the lack of storage facilities for recruit use, please do not bring expensive or bulky items or gifts for the recruits. Pets are not allowed on the grounds of RTC. There is no guest housing or government transportation available at RTC. Luggage brought to RTC must remain in your vehicle or with you at all times.

#### **PLANNING YOUR TRIP**

YOU WILL NEED TO MAKE YOUR OWN TRAVEL ARRANGEMENTS INCLUDING ALL TRANSPORTATION AND LODGING. For wide ranges of travel options, you may contact SATO travel at (800) 485-6881. In addition, there is limited lodging available at Navy Lodge, which can be contacted at (800) NAVY-INN or (847) 689-1485. The cities within about 10 miles of the base are Gurnee, Libertyville, Waukegan and North Chicago.

If you are flying into Chicago O'Hare, Chicago Midway, or Milwaukee, you will need to arrange for your own transportation to Great Lakes. Transportation desks are located at the baggage claim area for your convenience.

#### **SPECIAL ACCOMMODATIONS**

Wheelchair shuttle services are provided for those guests requiring assistance to and from the parking lot and the ceremony, but must be turned in immediately following the graduation.

If you require other special accommodations due to disability, please call the Public Affairs Office for assistance in making arrangements. Their phone number is (847) 688-2405.

#### **MORE INFORMATION**

--For area information on things to do around Great Lakes contact the Lake County Visitors Bureau at (800) 688-2405 or visit their WebPages at [www.lakecounty.org](http://www.lakecounty.org).

--Learn more about Recruit Training Command on RTC's internet website a [www.ntcgl.navy.mil](http://www.ntcgl.navy.mil) and get recreational information at [www.ntcmwr.com](http://www.ntcmwr.com).

--If you still have questions after reading this letter in its entirety, please call the Public Affairs Office at (847) 688-2405 or (847) 688-5670. Hours of operation are 8 a.m. to 4 p.m. central time, Monday through Friday.

Once again, welcome aboard.

J. J. KNUTH  
Lieutenant, USNR  
Officer in Charge  
Non-Prior Service Accession Course

Encl (6)